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PERSONNEL—GENERAL

DUAL COMPONENT PERSONNEL MANAGEMENT PROGRAM

Effective 15 April 1982

*This revision updates mobilization procedures and incorporates RCPAC organizational office symbol changes.*

*Local supplementation of this regulation is permitted, but is not required. If supplements are issued, HQDA agencies and major Army commands will furnish one copy of each to Cdr, RCPAC, ATTN: AGUZ-PPC, 9700 Page Blvd., St. Louis, MO 63132; other commands will furnish one copy of each to the next higher headquarters.*

*Interim changes are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.*

SECTION		Paragraph
I. GENERAL		
	Purpose .....	1
	Applicability .....	2
	References .....	3
	Explanation of terms .....	4
	Concept .....	5
	Eligibility criteria .....	6
	Grade on appointment .....	7
	Role in mobilization .....	8
	Status upon mobilization .....	9
	Responsibilities .....	10
	Channels of command and administration .....	11
	Mobilization procedures .....	12
	Grade restoration .....	13
II. PERSONNEL ACTIONS		
	Appointment .....	14
	Promotion .....	15
	Branch/specialty transfers .....	16
	Evaluation reports .....	17
	Security requirements .....	18
	Orders .....	19
	Accessions to active component .....	20
	Personnel qualification records .....	21
	Suspension of favorable personnel actions .....	22
	Elimination .....	23
	Removal from an active Reserve status .....	24
	Separation .....	25
	Retirement .....	26
III. MANAGEMENT		
	Career guidance .....	27
	Assignment .....	28
	Active duty .....	29
APPENDIX	References .....	

\*This regulation supersedes AR 600-39, 15 May 1980, including all changes.

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## Section I. GENERAL

**1. Purpose.** This regulation sets policies governing the Dual Component Personnel Management Program.

**2. Applicability.** This AR—

a. Applies to Active Army units worldwide. All units must maintain it. It does not apply to Army National Guard or US Army Reserve units.

b. Outlines primary staff responsibilities for the Deputy Chief of Staff for Personnel (DCSPER), The Adjutant General's Office (TAGO), and comparable offices at all TOE and TDA staff levels.

**3. References.** Related publications are listed in the appendix.

**4. Explanation of terms.** a. *Active duty.* Fulltime duty in the active military service of the United States, other than active duty for training (ADT).

b. *Dual component personnel.* Regular Army (RA) or Army of the United States (AUS) enlisted or warrant officer members serving in that capacity on active duty, who have been appointed and who simultaneously hold status as Reserve commissioned or warrant officers.

c. *Officer career management file (OCMF).* A file which contains, among other papers, the duplicate copy of each officer evaluation report (OER) prepared. The OCMF is maintained at—

(1) The Officer Personnel Directorate, MILPERCEN; the Office of The Judge Advocate General; the Office of the Chief of Chaplains; or the Office of The Surgeon General, for each dual component warrant officer;

(2) RCPAC for each dual component enlisted member (AR 140-241).

d. *USAR Control Group (Dual Component).* A unit set up at RCPAC for control and statistical accounting of dual component members.

**5. Concept.** Mobilization requirements of DA for officers must be met swiftly through procure-

ment of trained commissioned and warrant officers. Members presently on active duty afford ready assets during times of rapid expansion of the Active component. They can be mobilized to assume greater responsibilities quickly. Career planning and management of dual component members are vital to the use of these assets in time of war or national emergency.

**6. Eligibility criteria.** The following members are eligible to apply for dual component status:

a. RA warrant officers who have not been twice passed over for promotion or otherwise released from active duty or active status because of failure to be promoted to a higher commissioned grade.

b. RA enlisted persons in the Armed Forces, as qualified in AR 135-100.

**7. Grade on appointment.** a. Normally appointments will be made in the grade of second lieutenant (2LT) unless the members qualify for a higher grade under AR 135-100.

b. RA enlisted members who are graduates of the Advanced Noncommissioned Officer Education System (NCOES) and who have completed the Army Precommissioning Course will be considered for appointments as first lieutenants (1LTs).

**8. Role in mobilization.** The Dual Component Personnel Management Program supplements other programs to procure qualified officers and warrant officers as needed to fill authorized mobilization positions. The program is designed to provide a trained group that is able to perform assigned tasks immediately upon order to active duty.

**9. Status upon mobilization.** USAR officers serving on active duty in another status will be disposed of as follows if they are mobilized in their officer grades:

a. Enlisted members will be discharged from their current active duty status the date before

their reporting date of entry on active duty as an officer.

b. RA warrant officers (WO) will not be discharged. Their WO status continues to exist as an underlying status. They will return to the WO status the date following the date released from active duty as a commissioned officer.

**10. Responsibilities.** a. Needs of Army Staff agencies will, within their respective areas, set objectives, programs, and instructions to achieve maximum benefits from the Dual Component Personnel Management Program. Primary responsibilities are shown below.

(1) The DCSPER has overall responsibility for general staff supervision and coordination of the plans, policies, and programs of the Reserve components not on active duty. In addition, the DCSPER will perform the following:

(a) In coordination with other staff agencies, formulate policies and plans, and exercise general staff supervision for the Dual Component Personnel Management Program.

(b) Set criteria for mobilizing dual component members.

(c) Develop and issue guidance for ordering dual component members to active duty.

(2) The Adjutant General (through the Commanding General, RCPAC (CG, RCPAC)) has responsibility for the following:

(a) Approve, appoint, assign, promote, and manage the careers of dual component personnel in their USAR status.

(b) In coordination with CG, MILPERCEN, issue mobilization orders.

(3) The CG, MILPERCEN, in coordination with the CG, RCPAC, has responsibility for the advertising, procurement for, and monitoring of, the Dual Component Personnel Management Program.

b. The CGs of the United States Army Forces Command (FORSCOM) and United States Army Training and Doctrine Command (TRADOC) are responsible for general supervision and training of dual component members in their Active component status.

c. Commanding officers of dual component members are responsible for—

(1) Employing them in their current active duty grades.

(2) Placing them in leadership roles to further develop their potential for service in a commissioned or warrant officer status.

d. The custodian of the Military Personnel Records Jacket, US Army (MPRJ), of dual component members will perform the following:

(1) Report these members to RCPAC for accessioning into the USAR Control Group (Dual Component);

(2) Administer all Reserve personnel matters and submit evaluation reports (chap. 7, AR 623-105).

(3) Assist the commanding officer make maximum use of these members in leadership and supervisory capacities.

(4) Report changes to dual component status (Procedure 2-29, DA Pam 600-8-2) resulting from initial appointment or commission, promotion, or ending of dual component status.

(5) Maintain suspense roster for RA enlisted members holding USAR commissions or WO appointments to ensure needed OERs are prepared (Procedure 5-16, DA Pam 600-8).

**11. Channels of command and administration.** AR 140-1 explains channels of command and administration for the Dual Component Personnel Management Program. Direct communication on matters relating to USAR status is authorized between the CG, RCPAC and the commander who keeps the member's records, or the person concerned.

**12. Mobilization procedures.** When full mobilization is declared, the first officer in a dual component member's chain of command having general courts-martial jurisdiction will decide if a member is to be mobilized in his or her USAR grade. In deployed and early deploying units, members may be mobilized in their USAR status to fill officer vacancies rapidly within the organization. However, in non- or late-deploying units, dual component personnel who are mobilized in

their USAR status will be considered available for Army-wide reassignment. In all cases, the mobilization of dual component personnel in their USAR status will be reported to MILPERCEN through the SIDPERS-wartime network. Approving authorities will also inform RCPAC (ATTN: AGUZ-PR) of the reason for not mobilizing specific dual component members. MILPERCEN will inform the same office when a dual component member is activated in his or her USAR status.

**13. Grade Restoration.** At the time of demobilization, members who are mobilized in their

USAR grade are authorized to return to their premobilization status. The guideline for the computation of grade restoration will be the average grade of the member's year group. For example: an enlisted member grade E5 is mobilized in his or her USAR grade of 2LT. At demobilization, if his or her year group contemporaries would have attained the rank of E7, the member would be considered for reenlistment as an E7. RA warrant officers who are mobilized as USAR commissioned officers will, upon demobilization, revert to their RA warrant grade and will be considered for temporary appointment to the grade equal to their year group peers.

## Section II. PERSONNEL ACTIONS

**14. Appointment.** *a.* AR 135-100 governs the appointment of commissioned and warrant officers in the USAR. Major Army commanders (MACOMs) are normally the appointing authority for appointments in the grade of 2LT; all other applications will be sent to Cdr, RCPAC, for final approval.

*b.* When the member, upon appointment, is not concurrently ordered to active duty in his or her Reserve grade, send one copy of the appointment letter to Cdr, RCPAC, ATTN: AGUZ-PAE-I, St. Louis, MO 63132. Annotate this copy with the date of acceptance. RCPAC uses this information for accessioning into the USAR Control Group (Dual Component). Send a copy of the appointment letter with oath of office to—

(1) HQDA(DAPC-PAR-R), Alexandria, VA 22332 for Active component warrant officers.

(2) Cdr, US Army Enlisted Records and Evaluation Center, ATTN: PCRC-S, Fort Benjamin Harrison, IN 46249 for Active component enlisted members (AR 640-10).

**15. Promotion.** *a.* Commissioned and warrant officers assigned to the USAR Control Group (Dual Component) are non-unit officers whose promotion in the USAR is governed by AR 135-155. Members are normally considered for promotion in the calendar year prior to the calendar year in which they are eligible.

*b.* Commanders and MPRJ custodians will—

(1) Insure that these members are aware that, for promotion in the USAR, they must meet eligibility requirements which include completion of career development courses. (See table 1.)

(2) Encourage enrollment in nonresident courses of instruction and completion of academic studies, so members will be competitive with their peers in the USAR.

*(a)* To enroll in nonresident courses, the member must complete DA Form 145 (Army Correspondence Course Enrollment Application) (two copies). They will submit the completed forms through their unit commanders and MPRJ custodians to be verified and sent to the school for further processing.

*(b)* Send certificates of completion of military or civilian schooling through the MPRJ custodian, for annotation, to Cdr, RCPAC, ATTN: AGUZ-PAE-I, for inclusion in the OCMF.

*c.* Eligible dual component members who are in the zone of consideration by a mandatory selection board will submit photos for Reserve officer promotion consideration (chap 3, AR 135-155). The photo may be in the service uniform in the capacity in which serving on active duty or in the service uniform as a Reserve commissioned or warrant officer.

**Table 1. Promotion Prerequisites**

<i>From</i>	<i>Grade</i>	<i>To</i>	<i>Years in</i>	<i>Years of</i>	<i>Education</i>
			<i>Grade</i>	<i>Service</i>	<i>Requirement</i>
W1		W2	3		
W2		W3	6		
W3		W4	6		
01		02	3		
02		03	4	6	Officers basic courses
03		04	7	12	Officers advance courses
04		05	7	17	ALEDC* or 50% CGSC**
05		06	Announced annually	—	100% CGSC

\* Associate Logistics Executive Development Course.

\*\* Command and General Staff College.

**16. Branch/specialty transfers.** Due to duty assignments in the Active component, dual component members may become better qualified in other than their USAR assigned specialties or basic branches. In such cases, RCPAC may involuntarily branch transfer or designate an additional specialty or both. The member may also send a request, with supporting documents, for specialty redesignation or branch transfer (or both) to Cdr, RCPAC, ATTN: AGUZ-PAE-I, (AR 140-10).

**17. Evaluation reports.** *a.* RA and AUS warrant officers are rated under AR 623-105. Therefore, no separate evaluation reports are required based on their status as USAR officers.

*b.* Enlisted members holding USAR commissions or warrants are rated under chapter 7, AR 623-105.

(1) Prepare three copies of the reports. Send copies 1 and 2 to Cdr, RCPAC, ATTN: AGUZ-PAE-E. Give the third to the member.

(2) After review and any needed corrective action, the CG, RCPAC will—

(*a*) Send copy 1 to Cdr, US Army Enlisted Records and Evaluation Center, ATTN: PCRC-E, for the official military personnel file (OMPF).

(*b*) Retain copy 2 in the OCMF.

**18. Security requirements.** A favorable Nation-

al Agency Check (NAC) conducted as prescribed in AR 381-20 is required for all commissioned and warrant officers. Check personnel records for dual component members to ensure that members possess valid security clearances so they will be readily available for mobilization.

**19. Orders.** *a.* Send one copy each of the following orders pertaining to dual component members to Cdr, RCPAC, ATTN: AGUZ-PAE-I:

(1) Orders that affect their Active component grade or reserve status.

(2) Change-of-station orders (for locator use).

*b.* Give the member's MPRJ custodian one copy of any orders issued at RCPAC that affect his or her dual component status.

**20. Accessions to active component.** Information on USAR status is a vital part of the enlistment records. Failure to enter this information properly in item 25, DD Form 1966 series (Application for Enlistment—Armed Forces of the United States) may prevent inclusion of the members in the Dual Component Personnel Management Program.

**21. Personnel qualification records.** The MPRJ custodian will insure that correct information about USAR status is entered in items 39 and 40, DA Form 2 (chap. 2, AR 640-2-1).

**22. Suspension of favorable personnel actions.** If favorable personnel actions are suspended against dual component members under AR

600-31, favorable personnel actions in their Reserve status must also be suspended. In addition to the distribution required by AR 600-31, send one copy of each DA Form 268 (Report for Suspension of Favorable Personnel Action), to include interim and final reports, to Cdr, RCPAC, ATTN: AGUZ-PAA-RT.

**23. Elimination.** When retention is not in the best interest of the service, USAR officers may be eliminated under the rules and procedures in AR 135-175.

a. The commander of a dual component member will insure that the member meets the high standards desired for retention in the USAR and will initiate elimination action if required.

b. Reasons that would cause a member to be divested of his or her USAR status do not always require termination of active duty. But elimination from the Active component of the recommendation of a board of officers normally results in termination of USAR status as well.

c. Dual component members who are not recommended for promotion in their enlisted status or selected for retention under the Active component enlisted Qualitative Retention Program will be considered for elimination action.

**24. Removal from active Reserve status.** Certain parts of chapter 3, AR 140-10, apply to dual component members. Action to remove members from their active Reserve status normally is taken by the custodian of the member's MPRJ or the CG, RCPAC. This is done by discharge or transfer to the Retired Reserve if the member is eligible and requests transfer. Primary reasons for removal are—

a. Medical disqualification for retention.

b. Two nonselections for Reserve promotion to

grades of CW3, CW4, CPT, MAJ, or LTC.

c. Attainment of maximum authorized age.

d. Failure to complete military schooling requirements within the prescribed time after promotion.

**25. Separation.** Upon separation from RA or AUS status, dual component members will normally transfer or revert to a USAR control group. Transfer activities will insure that correct action is taken to prevent erroneous discharge of dual component members from their USAR status.

**26. Retirement.** Various laws govern retirement of dual component members.

a. Warrant officers or enlisted members may retire voluntarily in a commissioned officer status (10 USC 3911) if they meet both of the following conditions:

(1) They have completed 10 years of active commissioned service in their overall total of 20 years' active Federal service.

(2) They hold a USAR commission at the time of retirement.

b. Enlisted members holding USAR warrant officer status may retire in warrant officer grade (10 USC 1293).

c. Upon completion of 30 years' service, the member may be advanced to the highest grade satisfactorily held while serving on active duty as determined by the Secretary of the Army (10 USC 3964). (The 30 years' service consists of active Federal service plus time on the retired list.)

d. AR 635-100, AR 635-200, and DA Pam 600-5 explain more about advancement on the retired list.

### Section III. MANAGEMENT

**27. Career guidance.** a. The dual component member's career development is under the control of three separate managers. Each one must function under established policies and career patterns to provide a satisfying military career for the member.

(1) The first manager concerned is the custodian of the OCMF (para 3c).

(2) The second manager is the unit commander, who ensures proper use of the member in his or her active duty grade, and evaluates

performance. The commander should emphasize the fact that the member should be able to produce better results because of previously recognized potential.

(3) The third manager is the dual component member. He or she is responsible for and should seek opportunities to develop his or her own specialty related talents and skills. He or she should seek guidance from other designated managers, when necessary, in furthering his or her career.

*b.* DA Pam 140-1 applies when possible and if consistent with the active duty assignment.

**28. Assignment.** *a.* The assignment of dual component members in active duty status follows normal career progression for that status. Commanders and other supervisors should be aware that these members have recognized abilities,

attitudes, skills, and potential for development at a higher level of responsibility.

*b.* Consistent with unit requirements, and to permit comprehensive, objective evaluations, give them tasks that will—

(1) Enhance their potential.

(2) Develop resourcefulness and initiative.

(3) Relieve leaders of duties that may well be subordinated to dual component members.

**29. Active duty.** The ultimate goal of dual component members should be to serve on active duty in the highest possible grade in order to maximize their contribution to the Army. Procurement programs are normally announced through DA circulars. Encourage eligible candidates to apply.

## APPENDIX

### References

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#### Related Publications\*

AR 135-155	(Promotion of Commissioned Officers and Warrant Officers Other than General Officers) cited in paragraph 15c.
AR 135-100	(Appointment of Commissioned and Warrant Officers of the Army) cited in paragraph 6b.
AR 135-175	(Separation of Officer) cited in paragraph 23.
AR 140-1	(Mission, Organization, and Training) cited in paragraph 11.
AR 140-10	(Assignments, Attachments, Details, and Transfers) cited in paragraph 24.
AR 140-241	(Personnel Records) cited in paragraph 4c(2).
AR 381-20	(US Army Counterintelligence (CI)) cited in paragraph 18.
AR 600-31	(Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigation or Proceedings) cited in paragraph 22.
AR 623-105	(Officer Evaluation Reporting System) cited in paragraph 10d(2).
AR 635-100	(Officer Personnel) cited in paragraph 26d.
AR 635-200	(Enlisted Personnel) cited in paragraph 26d.
AR 640-2-1	(Personnel Qualification Records) cited in paragraph 21.
AR 640-10	(Individual Military Personnel Records) cited in paragraph 640-10.
DA PAM-140-1	(US Army Reserve Officers Professional Development and Utilization) cited in paragraph 27(b).
DA PAM-600-5	(Handbook on Retirement Services for Army Personnel and their Families) cited in 26d.
DA PAM-600-8	(Military Personnel Office Management and Administrative Procedures) cited in paragraph 10d(5).
DA PAM 600-8-2	(Standard Installation/Division Personnel System (SIDPERS) Military Personnel Office Level Procedures) cited in paragraph 10d(4).

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\*A related publication serves merely as a source of additional information. By reading it the user may better understand a subject discussed in this regulation, but the user does not have to read it to understand or comply with this regulation.





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The proponent agency of this regulation is the Office of The Adjutant General. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PPC, 9700 Page Blvd., St. Louis, MO 63132.

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